	DEPARTMENT OF PUBLIC SAFETY		EFFECTIVE DATE: MAR - 2 2012	POLICY NO.: COR.18.04
	CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES		SUPERSEDES (Policy No. & Date): COR.18.04 & 02/19/09	
	SUBJECT: RECLASSIFICATION OF PRISON INMATES			Page 1 of 4

1.0 PURPOSE

To establish a uniform process for the custody review of sentenced felons.

2.0 REFERENCES

.1 References

- a. Hawaii Revised Statutes (HRS), Chapter 26, Section 26-14.6, Department of Public Safety (PSD); and Chapter 353, Section 353C-2, Director of Public Safety, Powers and Duties.
- b. PSD Policy and Procedures (P&P), COR 18.01, Inmate Classification System.
- c. PSD Classification Coding Instructions Manual.

3.0 POLICY

- .1 Subsequent to the initial classification designation, each inmate's classification status and program needs shall be reviewed and assessed on a scheduled basis. Changes in classification designation will be based upon the inmate's behavior over a period of time.
- .2 Inmate shall be scheduled for formal reclassification as follows:
 - a. Regular Review

A classification review should be conducted every six months from the date of the initial classification, regardless of the special reviews that may occur.
 - b. Special Review

A special review shall be conducted after any change that may affect the inmate's security or custody level designation:

 1. A change in the inmate's sentencing, any new sentence(s), setting of minimum term, and reduction of minimum term.
 2. Any adjudicated high or greatest category misconduct(s).

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3. Sentenced male inmates returned to custody on a technical parole violation shall be initially transferred to the Halawa Correctional Facility (HCF) for reclassification. Sentenced female inmates returned to custody on a technical parole violation shall be initially transferred to the Women's Community Correctional Center (WCCC).
- .3 The Reclassification instrument shall be completed by the assigned case manager to determine the appropriate custody level.
- .4 Inmates shall not be eligible for the community service program unless specified as minimum or community custody.
- .5 Inmates shall not be eligible for furlough unless in "community" custody and within 24 months of their parole eligibility date.
- .6 When considering an inmate for community custody, the facility must take into consideration such factors as the reclassification recommendation, compliance with the Reception, Assessment, and Diagnostic (RAD) prescriptive plan and/or program plan update, Level of Service Inventory-Revised (LSI-R) and Adult Substance Abuse Survey (ASUS) scores, participation in recommended programs, and overall institutional behavior.
- .7 The following categories of inmates shall not be eligible for "community" custody:
 - a. Those with active detainers, felony holds, or pending felony charges. It is a requirement for the case manager completing the instrument to initiate contact with the interested agency to determine the inmate's status. All contacts shall be documented in the inmate's file.
 - b. Inmates serving life without parole.
 - c. Inmates serving consecutive sentences unless they are actually serving the last sentence and have 24 months or less to serve.
 - d. Inmates with mandatory minimums shall not be eligible for "community" custody unless serving in the last year of mandatory minimum.
 - e. Inmates who have an escape within the past seven years, unless considered through the exception case process.

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- f. Inmates who have been found guilty of a violent misconduct within the last twelve months, or are currently committed on a probation/parole violation for violent behavior.
- .8 The following categories of inmates shall not be eligible for "minimum" custody:
 - a. Those with active detainers, felony holds, or pending charges. It is a requirement for the case manager completing the instrument to initiate contact with the interested agency to determine the inmate's status. All contacts shall be documented in the inmate's file.
 - b. Inmates serving life without parole.
 - c. Inmates who have an escape within the past seven years, unless considered through the exception case process.
 - d. Inmates who have been found guilty of a violent misconduct within the last twelve months, or are currently committed on a probation/parole violation for violent behavior.
- .9 Inmates entering the furlough program shall be transferred to the Community Correctional Centers (CCC) in which parole plans are contemplated if a furlough program is operational at the CCC and bed space is available.
- .10 The classification committee shall approve all reclassification of inmates that do not involve an exception or transfer case.
- .11 If an exception case is recommended, the classification committee shall refer to P&P COR.18.07, Exception Case, for processing.
- .12 If transfer to another facility is required, see P&P COR.18.08, Transfer of Adult Inmates.
- .13 The classification recommendations listed below require review and approval by the department classification officer prior to any action being taken, unless an emergency situation arises. In emergencies, approval may be given verbally by the classification officer or the Deputy Director for Corrections; however, all verbal approvals shall be followed and confirmed by the person granting permission by signature on the respective classification instrument within 72 hours of the action taken.
 - a. All cases involving the use of exceptions (administrative overrides).

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- b. Transfer between institutions.
- c. Transfer to the custody of other jurisdictions, both local and out-of-state.

4.0 **RESPONSIBILITY**

The Wardens have the responsibility of administering the Reclassification Review policies and procedures.

5.0 **SCOPE**

This policy shall apply to all correctional facilities.


6.0 **IMPLEMENTATION**

Prison reclassification shall be performed in accordance with this P&P.

APPROVAL RECOMMENDED:


 Deputy Director for Corrections
 2/13/12
 Date

APPROVED:


 Director
 3/2/2012
 Date